

Position: Education Coordinator

Annual Salary Range: \$37,389.60 – \$65,690.40

The Alabama Department of Archives and History (ADAH) seeks an experienced, innovative, and collaborative Education Coordinator to develop and manage department educational programs for children and adults. The Education Coordinator is responsible for interpretation, school programs, group tours, public programs, and outreach to K-12 classroom teachers. The position will manage the Education Section staff of three to four full-time curators, several part-time student workers, and numerous volunteer docents. The Education Coordinator will also work closely with collections curators, field services and exhibit staff, the volunteer coordinator, and communications officer.

The Education Coordinator will join ADAH at an exciting point in its history, as the state prepares for the bicentennial of statehood in 2019, and after the recent completion of Phase II of the *Museum of Alabama*. The new \$7 million permanent exhibit, *Alabama Voices*, tells the story of over 300 years of Alabama history from 1700-2014. The incumbent will be responsible for developing, implementing, managing, and evaluating engaging audience-centered interpretive strategies for the *Museum of Alabama* and helping support bicentennial activities.

Responsibilities:

- Create and implement an education and interpretive plan that engages different types of learners and learning experiences.
- Supervise the implementation of the *Museum of Alabama* tour program.
- Create curriculum-based thematic tours, activities, and materials that support the teaching of Alabama history and support the museum learning experience.
- Develop pre- and post-tour materials for teachers and students.
- Train and supervise volunteer docents and staff tour guides and provide tours as necessary.
- Manage the scheduling of public tours.
- Supervise the development and management of public programs for children and adults.
- Supervise the management of the Hands-On Gallery.
- Oversee evaluation of educational programs and activities.
- Work with community partners and other museum, history, and education professionals to develop and implement engaging educational programs.
- Work with Education Section staff and the department's communications officer to grow and diversify audiences through a full calendar of programs and events.
- Work with the department exhibition team to help develop engaging permanent, temporary, and online exhibitions.
- Manage and supervise Education Section staff, including recruitment, hiring, training, evaluation, motivation, and problem-solving.
- Provide collaborative leadership to establish Education Section priorities and long-range plans.

Required Knowledge, Skills, and Abilities:

- Knowledge of current principles, practices, and techniques of museum interpretation.
- Knowledge of current curriculum initiatives and learning theory.
- Knowledge of U.S. history, and preferably of the history of Alabama and the South.
- Excellent leadership, coaching, planning, and organizational skills
- Effective verbal and written communication skills, including the ability to create and deliver public presentations
- Team-building skills with a collaborative management style
- Superior organizational and time-management skills
- Ability to forge and maintain effective working relationships within the organization as well as with representatives of community partners
- Ability to work occasional weekends and nights, as needed
- Ability to lift and move 40 lbs.

Necessary Qualifications:

- Graduation from a four-year college or university with a bachelor's degree in Education, Museum Studies, Public History, History, Anthropology, Archaeology, American Studies, or other closely related field.
- At least three years' experience in a museum education environment, including at least one year of responsible supervisory or administrative experience.
- A current driver's license

Desired Additional Qualifications:

- Master's degree strongly preferred.
- Certified interpretive guide qualification

Application Process: Please submit a resume, list of three references, 3-5 page interpretive writing sample, and cover letter to the address below by September 30, 2014. The cover letter should include availability details and salary requirements. Candidates will be selected for interview and formal application based on the information submitted, with an anticipated hiring date by January 1, 2015.

Debbie.pendleton@archives.alabama.gov

Alabama Department of Archives and History

PO Box 300100

Montgomery, AL 36130-0100

www.museum.alabama.gov

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Steve Murray, ADAH director, and John Hardin, ADAH Museum Services Coordinator, will be attending the AASLH annual meeting in September. If you would like to arrange a time to meet with them during the meeting, please email them at steve.murray@archives.alabama.gov or john.hardin@archives.alabama.gov.